



# **Rio Arriba County Detention Center (RACDC) POLICY 003: ADMINISTRATION AND MANAGEMENT**

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The Rio Arriba County Detention Facility shall be directed by the administrator of the Rio Arriba County Detention facility. The administrator shall be appointed by the County Board of Commissioners. The administrator is directly accountable to the County Manager. The administrator shall ensure that the day-to-day administrative practices of the detention facility comply with:

1. The constitution of New Mexico and the United States
2. The laws of the New Mexico and the United States and Rio Arriba County
3. State and Federal detention standards
4. Court rulings

Procedure:

Review of administrative policies and procedures

1. The administrator shall keep himself/herself up-to-date on changing laws, standards, and court rulings pertaining to administrative practices.
2. The administrator shall review the administrative policies and procedures of the facility to ensure compliance with laws, standards and court rulings.
3. The administrator shall submit written recommendations for the needed changes in administrative policies and procedures to the County Manager at least annually and or as needed.
4. The detention administrator will ensure that detention staff is trained as changes are made in administrative policies and procedures. Training will be documented on each individual detention officer's file and copies will be made available to all.